

Ellicott City Historic District Design Guidelines*

*Draft outline as of 12/19/2017: Chapters may be rearranged and subject to change, pending final revision.

Table of Contents

Chapter 1: Introduction

A. Historic District Requirements, Incentives, and Benefits:

-*Why should I preserve my historic building?*

-What are the benefits and incentives of being in a historic district, links to financial resources such as Federal, State, and local tax credits

1. Local
2. State
3. Federal

B. Purpose of the Design Guidelines:

-HPC reviews projects on a case-by-case basis

C. The Historic Preservation Commission:

-Rules of Procedure and Powers of the Commission: -reference to Howard County Code

D. The Review Process:

1. Types of Projects Requiring HPC Review: (bullet/ list it out examples)

-What HPC requires for the County tax credit

2. Frequently Asked Questions - application process, timeframes, Certificate of Approval (COA), HPC requirements, sign permits, trash/dumpster info.

-Zoning and building code violations, Retroactive approval?, Appeals?

Note: Permit Information - *If HPC Approval is received, it does not eliminate the need for a building permit or sign permit. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process should be directed to the Department of Inspections, Licenses and Permits at (410) 313-2455.*

Chapter 2: History of Ellicott City

A. Historic Background:

21st-Century Preservation Planning Efforts, (Creation of the Patapsco Heritage Greenway in 2015, a Maryland Certified Heritage Area)

B. Environmental Setting and Floods:

-Character-defining features – maps of waterways, Tiber/Patapsco, expand on environmental portion

Include brief synopsis/Timeline of past floods and their impact

C. Historic District Maps:

-Period of Significance for the Historic District (1772-1950)

-Identify individual National Register (NR) properties, current number of local (County) inventoried properties within District

-Map or list of Contributing/Non-contributing resources in Historic District. What does it mean to be “non-contributing” as opposed to “non-historic”

Chapter 3: Architectural Styles in Ellicott City Historic District

A. Character-defining Features/Styles in the District

1. Vernacular Architecture
2. Early Styles:
 - a. Georgian Colonial (1770-1800)
 - b. Federal Period (1790-1820)
 - c. Neo-Classicism (1825-1860)
3. Victorian Styles:
 - a. Gothic Revival (1830-1860)
 - b. Second Empire/ Mansard (1850-1870)
 - c. Italianate (1850-1880)
 - d. Richardsonian Romanesque (1870-1910)
 - e. Queen Anne (1880-1910)
4. 20th Century Styles:
 - a. Classical Revival (1895-1930)
 - b. Craftsman/ Bungalow (1900-1930)
 - c. American Foursquare (1910-1930)
 - d. Commercial (1920-1950)

Chapter 4: The Secretary of the Interior’s Standards for the Treatment of Historic Properties

- A. National Park Service (NPS) Secretary of the Interior’s *Standards for Rehabilitation, Standards for Restoration*
 - Best Practices for Treatment of Historic Properties (i.e. pressure washing, etc.)
 - When is restoration applicable?
- B. NPS Technical Preservation Briefs – paragraph summary
- C. NPS *Guidelines on Sustainability* – paragraph summary

Chapter 5: Routine Maintenance

-Define “minor alteration”, work that does not require a COA, but does require pre-approval if applying for tax credits

Chapter 6: Rehabilitation and Maintenance of Existing (Historic) Buildings

- A. General Guidelines for Historic Buildings
- B. General Guidelines for Non-historic Buildings

C. Masonry:

1. Brick and Stone (what is character-defining)
2. Mortar and Repointing
3. Stucco
4. Chimneys
 - a. Styles and Design
 - b. Maintenance
5. Guidance/Treatment (Actions/Recommendations)
 - a. Routine Maintenance (work not requiring COA)
 - b. Recommended
 - c. Not Recommended
 - d. Possible Exceptions

D. Wood Siding, Shingles and Log:

1. Types of Wood Siding
2. Modern Siding: Composite, Aluminum, Vinyl, Asphalt and Asbestos
3. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
 - d. Possible Exceptions

E. Roofing Material, Dormers, Gutters and Skylights:

1. Roof Shape and Styles
2. Roofing Material
3. Gutters and Downspouts
4. Skylights, roof crickets
5. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended

F. Windows, Shutters, Blinds and Storm Windows:

1. Window Types and Characteristics
(categorize sub-sections for what windows are appropriate per different building styles)
2. Shutters, Blinds, and Hardware
3. Storm Windows (include installation of basement/ground level window wells)
4. Guidance/Treatment

- a. Routine Maintenance
- b. Recommended
- c. Not Recommended
- d. Possible Exceptions

G. Entrances/Doors:

- 1. Character-defining Features of Entrances and Doors
- 2. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
 - d. Possible Exceptions

H. Commercial Storefronts:

- 1. Character-Defining Features of Storefronts
- 2. Display Windows and Transoms
- 3. Guidance/Treatment (discuss attaching items directly to building, blocking up façade)
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended

I. Awnings and Canopies:

- 1. Difference between Awnings and Canopies
 - a. Appropriate Awning and Canopy materials
- 2. Guidance/Treatment (discuss preferred method of attachment to structure)
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended

J. Porches, Balconies, Stoops:

- 1. Types of Porches, Balconies, and Stoops in Ellicott City (historical precedent, wooden and decorative iron porches)
- 2. Railings, Handrails, Decorative Balustrades (i.e. rooftop)
- 3. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
 - d. Possible Exceptions

K. Cornices, Ornamentation, and Roof Parapets:

- 1. Character-Defining Features

- 2. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
- L. Mechanical Equipment:
 - 1. Types of Equipment in Historic District
 - a. Antennas, Heating and Cooling Equipment, Exterior HVAC Vents, Electrical Panels, Utility Meters, Satellite Dishes, Solar Collectors
 - 2. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
- M. Building Hardware and Exterior Lighting:
 - 1. Types of Minor Hardware
 - a. Doorknobs, Door and Window Locks, Individual Mail Slots, Security Cameras, Window Security Bars, Door Security Grates, Attached Mailboxes, Flagpoles
 - 2. Lighting Fixtures
 - 3. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
- N. Painting:
 - 1. Appropriate Colors for the Historic District
 - 2. Murals on buildings (HPC regulates appropriate content for painted murals?)
 - 3. Lead Paint and Abatement (hazardous materials discussion, proper disposal of materials)
 - 4. Guidance/Treatment (proper scraping, sanding, priming and repainting)
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended

Chapter 7: Historic Buildings and Energy Efficiency

- A. Weatherization and Insulation
- B. Heating, Ventilating, and Air Conditioning (HVAC)
- C. Solar
- D. Roofing System/green roof

- E. Site Features
- F. Geothermal Technology

Chapter 8: Historic Buildings and Flood Mitigation, Life Safety/Disaster Preparedness, ADA Compliance

- A. Flood Mitigation in the Historic District:
 - 1. Use of Appropriate Flood-Resistant Materials
 - Boral and other Replacement Siding
 - Concrete flooring and walls (for buildings over waterways)
 - Flood-resilient doors and windows, installation methods for types of flood shields
 - 2. Best practices for floodproofing and waterproofing historic buildings (raising services i.e. electrical panels/meters out of basement or ground level; reference links to specific documents/resources)
- B. Life Safety/Disaster Emergency Preparedness – procedures (Howard County Office of Emergency Management protocol, egress)
- C. ADA Compliance and Accessibility:

ADA requirements/standards (related building codes)

Subtitle 1 – Building Code, Sec.3.100 – Howard County Building Code; adoption of International Codes

101.4.7 Existing Buildings. Existing buildings undergoing repair, alteration, addition, or change of occupancy may comply with the Maryland Rehabilitation Code.

Challenges with creating ADA access to historic buildings – addition of ramps to historic buildings

Review process and incentives with DILP (Applicants also responsible for contacting DILP, 10% tax credit for sprinkler installations, Code Section 20.118 – Credit for Installation of Sprinkler Systems in Historic Buildings)

Chapter 9: New Construction: Principal Structures, Additions, Porches, Decks

- A. Principal Structures:
 - 1. General
 - 2. New Building Design and Context – definition of compatible new construction?
 - a. Size, Scale, Form and Massing
 - b. Details
 - c. Materials
 - 3. Siting New Buildings
 - a. Spacing
 - b. Setbacks and Orientation
 - c. Views
 - 4. Design of New Subdivisions
- B. New Additions, Porches, and Decks:

1. Building Additions (discussion of work that is not eligible for the tax credit)
 - a. Preserving Historic Building Features
 - b. Size, Scale, Form and Massing
 - c. Spacing
 - d. Details and Features
 - e. Materials
2. Construction of New Porches and Decks
 - a. Design and Location
 - b. Materials

Chapter 10: Outbuildings, Garages, Temporary and Minor Structures

- A. Types of Outbuildings in Historic District:
 1. Garages (New and Historic), Carriage Houses, Sheds
 2. New Outbuilding Design
 - a. Location, Size, Scale, Form
 - b. Massing, Materials, and Features
 3. Maintenance and Rehabilitation of Existing Outbuildings (procedural; discuss how certain outbuildings are also eligible for tax credits)
- B. Temporary and Minor (Accessory) Structures:
 1. Swimming pools/above-ground pools, tennis courts, large party/canopy tents, gazebos, pergolas, temporary dumpsters, swing sets, trampolines, playgrounds
-definition of “temporary”, definition of “minor structure”
 2. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended

Chapter 11: Landscape Elements: Topography, Waterways, Trees, Vegetation, Plantings

- A. Topography and Water Courses: (what about small bridges or walkways over water/streams?)
 1. Preserving the Historic Context
 2. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
- B. Trees and Other Vegetation - hedges, rain gardens, small ponds

1. Guidance/Treatment
 - a. Routine Maintenance
 - b. Work that does not require a COA
 - c. Recommended
 - d. Not Recommended
- C. Native Plants and Materials:
 1. Guidance/Treatment

Chapter 12: Residential, Commercial and Main Street Hardscape

- A. Residential Hardscape:
 1. Patios/Terraces, Walkways and Steps, Driveways
 2. Fences, Railings, and Retaining Walls
 3. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
- B. Commercial Hardscape:
 1. Bridges and Dams
 2. Retaining Walls and Stream Channels, Culverts
 3. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended

Chapter 13: Archeological Impacts

Include county code language specifically for archeological resource protection

Refer to the Maryland Historical Trust's *Standards and Guidelines for Archeological Investigations in Maryland*:

http://mht.maryland.gov/documents/PDF/archeology/Archeology_standards_investigations.pdf

1. Treatment of Historic Building and Wall Remnants? (foundations of former historic structures, retaining walls see Chapter on Hardscape)
2. Work that Requires Special Permits or Certificate of Approval

Chapter 14: Cemeteries

Legal requirements, setbacks required around cemeteries. Refer to County Code, Subtitle 13 Cemetery Preservation: "No grading or construction shall be permitted within 30 feet of a cemetery boundary or within ten feet of individual grave sites."

- Gravestones as separate/individual historic objects within historic district, maintenance of stones, landscaping
- Restoration of features within the cemetery

Chapter 15: Outdoor Monuments, Memorials, Sculptural Art, Statuary, Fountains

- A. Monuments and Memorials:
 - 1. Historic Context, Significance, and Materials
- B. Sculptural Art, Statuary, Fountains
- C. Guidance/Treatment: - can HPC regulate content/message? Placement, size, scale, proportion, setting, blocking views of existing historic buildings, and impact on streetscape must be taken into consideration
 - 1. Recommended
 - 2. Not Recommended

Chapter 16: Public Streets, Utilities, Off-Street Parking, Sidewalks and Street Furniture, Outdoor Lighting

- A. Street Design, Paving Materials, Utilities: (i.e. storm drains, cable wires)
 - 1. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
- B. Off-Street Parking: -what rights do private property owners have? Lots that are undeveloped, require them to be maintained? County code updated parking requirements, parking garage/siting, refer to New Construction chapter
 - 1. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
- C. Sidewalk and Street Furniture: -exterior planters affixed to building and/or sidewalk, bike racks, sidewalk tables/chairs/benches for selling merchandise (limit number), permits required for card tables and sidewalk selling? (p.75 of Guidelines)
 - 1. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
 - c. Not Recommended
- D. Streetlights, Outdoor Lighting Fixtures, and Seasonal Lighting:
 - 1. Guidance/Treatment
 - a. Recommended
 - b. Not Recommended

Chapter 17: Signage

- A. General Guidelines - definition of “signage” per the County Code, definition of “temporary” signage
 - Emphasize that the HPC reviews all signs on a case-by-case basis, talk about precedent on Main Street
- 1. Guidance/Treatment
 - a. Routine Maintenance (work not requiring a COA)
 - b. Recommended – mention here about the need for locating/placing signage over the primary entrance on a façade if there are multiple entrances, door openings
 - c. Not Recommended – mention that signage applied the interior storefront windows (so as to be visible from the street) is also not recommended, but do we give a certain proportion/percentage or number limit for window coverage?
- B. Commercial Buildings:
 - 1. Scale and Number of Signs
 - a. Recommended
 - b. Not Recommended
- C. Flat-Mounted Signs:
 - 1. Guidance/Treatment
 - a. Work Not Requiring a Certificate of Approval
 - b. Recommended
 - c. Not Recommended
- D. Projecting Signs and Porch Signs: - neon signs, lighted signage
 - 1. Guidance/Treatment
 - a. Recommended
 - b. Not Recommended
- E. Roof Signs:
 - 1. Guidance/Treatment
- F. Freestanding Signs: – sandwich boards, bollards- are they really okay? Billboards? What is considered a “freestanding sign” Context of sign, and how it relates to establishment
 - 1. Guidance/Treatment
 - a. Work Not Requiring a Certificate of Approval
 - b. Recommended
- G. Banners and Flags: - Definition of a “banner”
 - 1. Guidance/Treatment
 - a. Work Not Requiring a Certificate of Approval
 - b. Recommended
- H. Graphics Displayed on Awnings and Canopies:
 - 1. Guidance/Treatment

- a. Recommended – simple, functional and straightforward, if painted then must be an appropriate paint color -not a light color
 - b. Guidelines for Maintenance of Awnings and Signage – cleaning of awning, lettering, required with change of business, no added extras on Awning design such as stripes, scalloped or pointy edges, maintenance of paint
- I. Marquees: – expand on what signage is allowed within the marquee space, lights on a marquee
- J. Exterior Wall Murals: – can content be regulated legally, issue of previously painted brick vs. nonpainted brick
 - 1. Guidance/Treatment
- K. Traffic, Directional, and Other Public Signage: – wayfinding/ educational and historic signage?
 - 1. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
- L. Historic Plaques: (affixed directly to the structure as opposed to freestanding)
 - 1. Guidance/Treatment
 - a. Routine Maintenance
 - b. Recommended
- M. Residential Zones:
 - 1. What is Recommended (include as one section without subsections)

Chapter 18: Demolition and Relocation

- A. Historic Significance, Context, and Integrity:
 - Talk about historic context and refer to the National Register Bulletin for what Historic Integrity means/how it is assessed:
https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_8.htm
 Location, Design, Setting, Materials, Workmanship, Feeling, and Association
 - More detail/instruction about how the applicant should properly document their historic structure after approval is given for demo:
 Refer to NPS Preservation Brief or National Register (NR) Bulletin
- B. Demolition Application Process: – what is the permit process with the County and what are the requirements? Reasons for demo,
 - Economic hardship discussion
- C. Demolition by Neglect: – when is the applicant in violation of the law
- D. Relocation of Historic Structures:
 - 1. Reasons for Relocating (state that reasons for relocating should be best for the structure, not for development)
 What does it apply to and what can be relocated? -retaining walls, sheds, garages, principal structures
 - a. Relocation and Floodplain Areas

Chapter 19: Guidelines for Reconstruction of Non-Surviving Historic Properties

Refer to NPS *Standards for Reconstruction*. Prior to undertaking work, a documentation plan for Reconstruction should be developed based on historical evidence.

Chapter 20: Architectural Glossary/Index of Terminology* (*below terms are *not* currently listed in the Guidelines Glossary but should be included and defined.)

- | | | |
|--|---------------------------------------|----------------------------|
| -Arch | -Heritage Area | -Relocation |
| -Archeological (Sub-terrestrial) | -Historic Preservation | -Restoration |
| -Awning | -Historic Preservation Commission | -Retroactive Approval |
| -Balcony | -Historic Sites Inventory | -Railing |
| -Bay | -Landscape | -Retaining Wall |
| -Bollard | -Lattice | -Roof Cricket |
| -Brick bond | -Marquee | -Routine Maintenance |
| -Canopy | -Massing | -Rules of Procedure |
| -Certificate of Approval (COA) | -Memorial/ Monument | -Scale |
| -Chimney | -Minor Alterations | -Shutter Dog |
| -Compatible | -Minor (Accessory) Structure | -Sidewalk |
| -Contributing Resource | -Mullion | -Signage |
| -County Code / Ordinance | -Mural | -Softscape |
| -Culvert | -National Register of Historic Places | -Stabilization |
| -Cupola | -Non-Contributing Resource | -Stoop |
| -Demolition | -Non-historic | -Storefront |
| -Downspout (leader) | -Outbuilding/ Accessory Structure | -Streetscape |
| -Elevation | -Parapet (wall) | -Structure |
| -Entablature | -Pathway | -Stucco |
| -Fascia | -Pergola | -Temporary (vs. Permanent) |
| -Fencing (split-rail, post-rail, etc.) | -Pilaster | -Terrace |
| -Fenestration | -Portico | -Valley (roofing) |
| -Form | -Preservation | -Vernacular |
| -Foundation | -Proportion | -Vestibule |
| -Geothermal | -Quoin | -Walkway |
| -Glazing | -Ramp (ADA accessibility) | -Zoning Violation |
| -Gutter | -Reconstruction | |
| -Hardscape | -Rehabilitation | |

Chapter 21: Bibliography and Resources